

**JOB VACANCY ANNOUNCEMENT  
DELAWARE JUDICIARY**

**NON-MERIT POSITION  
POSTING NUMBER – AOC1001N05**

**OPENING DATE: 10/7/05**

**CLOSING DATE: 10/24/05**

**JOB TITLE: Investigative Services Officer**

**SALARY RANGE: \$31,384 Min. - \$39,230 Mid. PG/11\***

**LOCATION:** Superior Court  
New Castle County Courthouse  
Wilmington

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\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**SUMMARY STATEMENT:**

A class incumbent is responsible for conducting presentence investigations and preparing written recommendations for the sentencing of defendants.

**NATURE AND SCOPE:**

A class incumbent reports to a technical superior and is responsible for in-depth presentence investigations, with general supervision from an administrative or technical superior. A significant aspect of the work involves obtaining and evaluating information of a sensitive nature and acting as a representative of the court.

**MINIMUM QUALIFICATIONS:** Applicants must show in the application, education, training and/or experience in each of the following areas. Failure in any one area will **result in a rating of "Not Qualified"**. (Resumes, transcripts, and training certificates may be included as supporting documentation. **Resumes may not be substituted for the application.**)

1. Experience conducting investigations which includes conducting interviews to obtain confidential information, gathering evidence and documenting findings.
2. Experience in determining compliance with laws, rules, regulations, standards, policies and procedures.
3. Experience in narrative report writing.
4. Experience in providing testimony before boards, commissions, administrative bodies or court officials.

Note: A background check will be conducted by the agency prior to hire.

**ADDITIONAL REQUIREMENT:** Participation in Direct Deposit is a mandatory condition of employment with the State of Delaware effective January 1, 1996.

**SPECIAL REQUIREMENT:** ABILITY TO OBTAIN SECURITY CLEARANCE AS ISSUED BY STATE BUREAU OF IDENTIFICATION.

**APPLICATIONS OBTAINED FROM AND RETURNED TO:**

ADMINISTRATIVE OFFICE OF THE COURTS  
500 N. King Street, Suite 11600  
Wilmington, DE 19801-3734  
SLC N210B

OR

Human Resources Office  
Employment Services  
401 Federal Street  
Suite 5  
Townsend Building  
Dover, DE 19901  
**[www.delawarestatejobs.com](http://www.delawarestatejobs.com)**.

Human Resources Office  
Employment Services  
Carvel State Office Building  
820 N. French Street  
Wilmington, DE 19801

Human Resources Office  
DTCC - Owens Campus  
Georgetown, DE 19947

THE STATE OF DELAWARE  
AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THIS IS A CRIMINAL JUSTICE AGENCY; REVIEW OF THE APPLICANT'S CRIMINAL HISTORY RECORD MAY BE INCLUDED AS A PART OF THE HIRING PROCESS.

**ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL (302-255-2515) TO REQUEST AN AUXILIARY AID OR SERVICE.**

**FOR ADDITIONAL INFORMATION CHECK ONLINE [HTTP://COURTS.STATE.DE.US](http://courts.state.de.us) .**